

13 August 1954

STAFF MEMORANDUM

Subject: Functions and Procedures of the IWG Secretariat

Function (7)

To provide the Secretariat of the Intelligence Working Group (IWG) which is administratively responsible for planning and coordinating the production of intelligence support to the Economic Defense Advisory Committee (EDAC).

Procedures

(a) Examines selected intelligence material and EDAC documents and consults with intelligence officers in CIA and other EDAC agencies to learn of current or impending problems in the economic defense field on which IWG has an intelligence support responsibility.

(b) On the basis of such consultation and examination, assists the Chairman of IWG in planning intelligence support for EDAC and in drafting IWG agenda. Agenda items are selected for IWG consideration only after prior consultation with cognizant officers of this Division and other interested EDAC agency representatives. IWG members are given prior notice to enable them to adequately represent their respective agency interests on specific agenda items.

(c) Drafts and reproduces, in consultation with the Chairman, all material required for meetings. Arranges for reservation of a meeting place and advises all members of the time, place and agenda.

(d) Attends all meetings (assuming the duties of the Chairman in his absence), participates in and records the discussion, and prepares a draft minutes of the proceedings for approval of the Chairman.

(e) In the preparation of IWG reports, collaborates with

producing analysts and insures, in connection with the substantive review of final reports, that they reflect the intelligence consensus of the Group.

(f) Participates in the work of IWG subgroups when so assigned and reports the activities of all such subgroups.

(g) Briefs Agency personnel on activities of the IWG and on economic defense problems generally, as required.

(h) Prepares drafts of monthly, semi-annual and annual reports.

(i) Insures that IWG intelligence is classified in accordance with such security regulations as may be prescribed by the contributing agencies (including national disclosure policy under MIC 206/29), and that recipients are properly notified as to the releasability of such intelligence for use in international negotiations.

(j) Insures that only persons certified by their respective agencies as having access to TOP SECRET material in their own agency are permitted to participate in the IWG and its subgroups. Works closely with the Office of Security in maintenance of a current list of members and a file of clearance certificates on each member.

(k) Reproduces and maintains files of all IWG documents, and distributes copies to members representing twelve agencies and/or components thereof. Provides copies of IWG papers to appropriate offices within the Agency and services requests for such papers. Provides a channel for the distribution to members of the Diversion Control Net (DCN) of material prepared in E/ST.

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D/E/RR (IWG Secretariat)